

## ***Mission Statement***

*Office of the Clerk, Board of Immigration Appeals*

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**Our mission is to manage appellate records and information  
for the Board of Immigration Appeals**

*We facilitate administrative case processing by receiving, tracking, preparing properly and delivering Records of Proceedings to immigration attorneys and board members so they can render fair, just, timely and consistent decisions on immigration appeals.*

## ***Vision Statement***

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**We will establish a unified Clerk's Office to maximize our administrative efficiency, accountability, and flexibility when serving our clients.**

**We will work to simplify our case flow process, making it easier and more predictable for those who conduct official business with the Clerk's Office.**

**We will continuously improve individual and team performance to lift our productivity and results to that of a model Clerk's Office.**

## ***Strategy***

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*Service to our clients is our job. We will do our best every day. We will accomplish this by recognizing the value of the individual and the power of real teams. We will share information freely and promptly, promote employee involvement to solve work issues and advance modern management principles found in a high performing organization.*

## ***Core Values***

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Clerk's Office employees share core values. These values guide us as we conduct our case processing work and provide services to our internal and external customers.

### **Customer Service:**

People who depend upon the Clerk's Office for results deserve the best service available. Our case management products and services must help to improve the overall performance and productivity of the Board.

### **Real Teams:**

We have "real" work teams of dedicated professionals who share a common purpose, have complementary skills, work hard to meet or exceed performance standards, and hold each other mutually accountable for results. We consider the impact of our action or inaction on our team, co-workers and customers.

### **Open Communication:**

We value honesty, integrity and open communications. We listen carefully to each other and to our customers. Everyone is encouraged to express ideas freely and openly to solve real work problems.

### **Diversity of Staff:**

We value the diversity of people to enrich our work teams with many points of view, fields of knowledge and individual experiences. We believe diverse work teams will bring about a more productive and successful Clerk's Office.

### **Quality Performance:**

The fundamental principles of quality management and continuous process improvement of individuals and work processes are evident in all we do and say. Rewards are given to teams and individuals that strive to advance and genuinely improve the Clerk's Office and the overall mission of the Board.

### **Creativity:**

Our people are encouraged to suggest and try new ways of doing business at and with the Board. We take well thought out risks to improve the performance of the Clerk's Office.

### **Empowerment:**

Individuals and teams are empowered to perform well without excessive supervision and unnecessary oversight. To be fully empowered, we provide our people with clear authority, accurate and complete information, necessary core skills and proper rewards to achieve results articulated in team performance plans.

### **Leadership:**

Everyone has a leadership role. We ask everyone to "lead by example." Managers support, coach, guide and lead real teams. Team members have opportunities to do the same by leading special projects, team meetings or unique work tasks.

# CLERK'S OFFICE CLOSURE DATES

Maintained by jbs  
As of 1-11-17

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|------------|--|
| 1-15-18    | Martin Luther King's Birthday  |
| 1-1-18     | New Year's Day   |
| 12-25-17   | Christmas Day  |
| 11-23-17   | Thanksgiving Day   |
| 11-10-17   | Veteran's Day  |
| 10-9-17    | Columbus Day   |
| 9-4-17     | Labor Day  |
| 7-4-17     | Independence Day – 4 <sup>th</sup> of July   |
| 5-29-17    | Memorial Day   |
| 2-20-17    | President's Day  |
| 1-20-17    | Inauguration Day (DC area only)  |
| 1-16-17    | Martin Luther King's Birthday  |
| 1-2-17     | New Year's Day   |
| 12-26-16   | Christmas Day  |
| 11-24-16   | Thanksgiving Day   |
| 11-11-16   | Veterans Day   |
| 10-10-16   | Columbus Day   |
| 9-5-16     | Labor Day  |
| 7-4-16     | Independence Day – 4 <sup>th</sup> of July   |
| 5-30-16    | Memorial Day   |
| 2-16-16    | Due to inclement weather the Federal Government in the DC area had a 3 hour delayed start.   |
| 2-15-16    | President's Day  |
| 1-27-16    | Due to inclement weather the Federal Government in the DC area had a 3 hour delayed start.   |
| 1-25/26-16 | Due to inclement weather the Federal Government in the DC area was closed.   |
| 1-22-16    | Due to inclement weather the Federal Government in the DC area was closed starting at 12:00.   |
| 1-18-16    | Martin Luther Kings Birthday   |
| 1-1-16     | New Year's Day   |
| 12-25-15   | Christmas Day  |
| 11-26-15   | Thanksgiving Day   |
| 11-11-15   | Veterans Day   |
| 10-12-15   | Columbus Day   |
| 10-1-15    | Effective 10-1-15 a limited grace period for those filings still processed by the DOJ Mailroom. If you receive a filing that is up to 7 calendar days past it's filing date and its envelope has been stamped with the DOJ Mailroom stamp, please do not process the filing as untimely. |
| 9-7-15     | Labor Day  |
| 9-1-15     | Effective 7-27-15 the Board reverted to the 22041 zip code. Because we want to give the parties a reasonable amount of time to adjust to the new zipcode   |

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|          | change, we will extend the grace period for the month of September - filings due during the month of September 2015, will be accepted as timely filed as long as they are received no later than October 5, 2015.                                 |
| 8-3-15   | Effective 7-27-15 the Board reverted to the 22041 zip code. Due to unresolved mail issues - filings due between August 1, 2015 and August 31, 2015 will be accepted as timely filed as long as they are received no later than September 4, 2015. |
| 7-3-15   | Independence Day  |
| 7-1-15   | Due to unresolved mail issues - filings due between July 1, 2015 and July 31, 2015 will be accepted as timely filed as long as they are received no later than August 6, 2015.  |
| 6-1-15   | Due to unresolved mail issues - filings due between June 1, 2015 and June 30, 2015 will be accepted as timely filed as long as they are received no later than July 6, 2015.  |
| 5-25-15  | Memorial Day  |
| 5-1-15   | Due to unresolved mail issues - filings due between May 1, 2015 and May 31, 2015 will be accepted as timely filed as long as they are received no later than June 5, 2015.  |
| 4-1-15   | Due to unresolved mail issues - filings due between April 1, 2015 and April 30, 2015 will be accepted as timely filed as long as they are received no later than May 6, 2015.   |
| 3-6-15   | Clerk's Office closed due to weather  |
| 3-2-15   | Due to unresolved mail issues - filings due between March 1, 2015 and March 31, 2015 will be accepted as timely filed as long as they are received no later than April 6, 2015.   |
| 2-17-15  | Clerk's Office closed due to weather  |
| 2-16-15  | President's Day   |
| 2-12-15  | Due to unresolved mail issues - filings due between February 1, 2015 and February 28, 2015 will be accepted as timely filed as long as they are received no later than March 6, 2015.   |
| 1-19-15  | Martin Luther King Jr's Birthday  |
| 1-9-15   | Due to unresolved mail issues - filings due between January 1, 2015 and January 31, 2015 will be accepted as timely filed as long as they are received no later than February 6, 2015.  |
| 1-1-15   | New Year's Day  |
| 12-25-14 | Christmas Day   |
| 12-5-14  | Due to unresolved mail issues - filings due between December 1, 2014 and December 31, 2014 will be accepted as timely filed as long as they are received no later than January 9, 2015.   |
| 11-27-14 | Thanksgiving Day  |
| 11-11-14 | Veterans Day  |
| 11-4-14  | Due to unresolved mail issues - filings due between November 1, 2014 and November 30, 2014 will be accepted as timely filed as long as they are received no later than December 5, 2014.  |
| 10-14-14 | Due to unresolved mail issues - filings due between October 1, 2014 and October 31, 2014 will be accepted as timely filed as long as they are received  |

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|          | no later than November 7, 2014.   |
| 10-13-14 | Columbus Day  |
| 9-1-14   | Labor Day   |
| 8-29-14  | Due to unresolved mail issues - filings due between September 1, 2014 and September 30, 2014 will be accepted as timely filed as long as they are received no later than October 7, 2014. |
| 8-1-14   | Due to unresolved mail issues - filings due between August 1, 2014 and August 31, 2014 will be accepted as timely filed as long as they are received no later than September 5, 2014.     |
| 7-4-14   | Independence Day (4 <sup>th</sup> of July)  |
| 7-1-14   | Due to unresolved mail issues - filings due between July 1, 2014 and July 31, 2014 will be accepted as timely filed as long as they are received no later than August 4, 2014.            |
| 6-1-14   | Due to unresolved mail issues - filings due between June 1, 2014 and June 31, 2014 will be accepted as timely filed as long as they are received no later than July 7, 2014.              |
| 5-26-14  | Memorial Day  |
| 5-1-14   | Due to unresolved mail issues - filings due between May 1, 2014 and May 31, 2014 will be accepted as timely filed as long as they are received no later than June 6, 2014.                |
| 4-1-14   | Due to unresolved mail issues - filings due between April 1, 2014 and April 30, 2014 will be accepted as timely filed as long as they are received no later than May 6, 2014.             |
| 3-17-14  | Due to severe weather the local Government offices were closed.   |
| 3-10-14  | Due to unresolved mail issues - filings due between March 1, 2014 and March 31, 2014 will be accepted as timely filed as long as they are received no later than April 4, 2014.           |
| 3-3-14   | Due to severe weather the local Government offices were closed  |
| 2-17-14  | President's Day   |
| 2-13-14  | Due to severe weather the local Government offices were closed  |
| 2-1-14   | Due to unresolved mail issues - filings due between February 1, 2014 and February 28, 2014 will be accepted as timely filed as long as they are received no later than March 7, 2014.     |
| 1-21-14  | Due to severe weather the local Government offices were closed  |
| 1-20-14  | Martin Luther King Jr's Birthday  |
| 1-6-14   | Due to unresolved mail issues - filings due between January 1, 2014 and January 31, 2014 will be accepted as timely filed as long as they are received no later than February 7, 2014.    |
| 1-1-14   | New Years Day   |
| 12-25-13 | Christmas Day   |
| 12-10-13 | Due to severe weather the local Government offices were closed.   |
| 12-5-13  | Due to unresolved mail issues - filings due between December 1, 2013 and December 31, 2013 will be accepted as timely filed as long as they are received no later than January 6, 2014.   |
| 11-28-13 | Thanksgiving Day  |
| 11-11-13 | Veterans Day  |



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| 11-1-13    | Due to unresolved mail issues - filings due between November 1, 2013 and November 30, 2013 will be accepted as timely filed as long as they are received no later than December 6, 2013.                   |
| 10-17-13   | Government reopened after the shutdown   |
| 10-14-13   | Columbus Day   |
| 9-30-13    | Government Closure - Due to the government shutdown filings due between October 1, 2013 and October 30, 2013 will be accepted as timely filed as long as they are received no later than November 1, 2013. |
| 9-2-13     | Labor Day  |
| 7-4-13     | Fourth of July   |
| 6-28-13    | Due to severe weather the lobby of the HDQ Building was closed at 3:30, preventing access to the Clerk's Office for filing.  |
| 5-27-13    | Memorial Day   |
| 3-6-13     | Clerk's Office closed due to weather conditions in DC area   |
| 2-18-13    | George Washington's Birthday   |
| 2-8-13     | Courts along the eastern seaboard closed due to weather conditions BOS/HAR   |
| 1-31-13    | Clerk's Office opened at 12 pm (noon) due to weather conditions  |
| 1-21-13    | Martin Luther King's Birthday  |
| 1-1-13     | New Years Day  |
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| 12-25-12   | Christmas  |
| 12-24-12   | President Obama gave government the day off for Christmas Eve  |
| 11-22-12   | Thanksgiving   |
| 11-13-12   | Varick Street Immigration Court reopened today   |
| 11-12-12   | Veteran's Day  |
| 11-8-12    | New York Immigration Court reopened today  |
| 11-1-7-12  | The New York and Varick immigration courts remain closed today.  |
| 10-31-12   | The Elizabeth, Newark, Varick and New York City courts are closed today.   |
| 10-30-12   | Federal Offices along the East Coast closed due to Hurricane Sandy   |
| 10-29-12   | Federal Offices along the East Coast closed due to Hurricane Sandy   |
| 10-8-12    | Columbus Day   |
| 9-3-12     | Labor Day  |
| 8-29-30-12 | OAK and NOL courts closed due to Hurricane Isaac   |
| 7-4-12     | 4 <sup>th</sup> of July  |
| 7-3-12     | Clerk's Office/HDQ closed at 1:00 pm due to utilities failure in building  |
| 7-2-12     | Clerk's Office/HDQ closed due to power failure after major storm   |
| 5-28-12    | Memorial Day   |
| 2-20-12    | George Washington's Birthday   |
| 1-16-12    | Martin Luther King's Birthday  |
| 1-2-12     | New Years  |
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| 12-26-11   | Christmas  |
| 11-24-11   | Thanksgiving   |
| 11-11-11   | Veteran's Day  |
| 10-10-11   | Columbus Day   |
| 9-5-11     | Labor Day  |

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| 8-23-11    | Clerk's Office/HDQ closed at 2:00 pm due to earthquake  |
| 7-4-11     | 4 <sup>th</sup> of July   |
| 5-30-11    | Memorial Day  |
| 2-21-11    | George Washington's Birthday  |
| 1-17-11    | Martin Luther King's Birthday   |
| 12-30-10   | New Years   |
| 12-27-10   | BOS, HAR, NYC, NYD, ULS, SIN, PHI, ELZ and NEW - each court was closed today only due to weather and were back to normal operating procedure on 12-28-10. NYC, NYD, ULS, SIN although opened on 12-28-10, mail and Fedex service continue to be effected throughout the week.   |
| 12-24-10   | Christmas   |
| 11-25-10   | Thanksgiving  |
| 11-11-10   | Veteran's Day   |
| 10-11-10   | Columbus Day  |
| 9-6-10     | Labor Day   |
| 7-5-10     | 4 <sup>th</sup> of July   |
| 5-31-10    | Memorial Day  |
| 2-15-10    | George Washington's Birthday  |
| 2-8-11-10  | Clerk=s offices closed due to severe snowy conditions. (A grace period applies if - the filing was due on any date from 2/5 thru 2/18, and the filing was received on or before 2/19; the grace period automatically applies) Filing arriving after 2/19 are subject to normal filing deadlines)<br><a href="http://www.justice.gov/eoir/BIAFilingsFeb5_18_2010.html">http://www.justice.gov/eoir/BIAFilingsFeb5_18_2010.html</a> |
| 2-5-10     | Front window closed at 1:30 pm due to snowy conditions  |
| 1-18-10    | Martin Luther King's Birthday   |
| 1-1-10     | New Years   |
| 12-25-09   | Christmas   |
| 12-24-09   | Christmas Eve – Office closed ½ day per President Obama (window closed at 12:00 noon)   |
| 12-21-09   | Clerk's Office/HDQ close due to weather   |
| 11-26-09   | Thanksgiving  |
| 11-11-09   | Veteran's Day   |
| 10-12-09   | Columbus Day  |
| 9-7-09     | Labor Day   |
| 7-3-09     | 4 <sup>th</sup> of July   |
| 5-25-09    | Memorial Day  |
| 2-16-09    | George Washington's Birthday  |
| 1-20-09    | Inauguration Day – President Obama  |
| 1-19-09    | Martin Luther King's Birthday   |
| 1-1-09     | New Years   |
| 12-25-08   | Christmas   |
| 11-27-08   | Thanksgiving  |
| 11-11-08   | Veteran's Day   |
| 10-13-08   | Columbus Day  |
| 9-15-16-08 | Houston ImmCt and SPC will remain closed due to Hurricane Ike   |

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| 9-12-08    | Houston ImmCt and SPC closed and Oakdale closing at noon due to Hurricane Ike.   |
| 9-1-08     | Labor Day  |
| 8-19-08    | Miami, Krome and Orlando closed due to Hurricane Fay   |
| 7-25-08    | Port Isabel still closed due to flooding from Dolly  |
| 7-23-24-08 | Due to tropical storm Dolly, Harlingen, Willacy and Port Isabel courts will be closed.   |
| 7-4-08     | 4 <sup>th</sup> of July  |
| 5-26-08    | Memorial Day   |
| 2-18-08    | George Washington's Birthday   |
| 1-21-08    | Martin Luther King's Birthday  |
| 1-1-08     | New Years  |
| 12-25-07   | Christmas  |
| 12-24-07   | Christmas Eve office closed per GW Bush  |
| 11-22-07   | Thanksgiving   |
| 11-12-07   | Veteran's Day  |
| 10-15-07   | The San Diego, CA area has been affected by wild fires. Do not reject any briefs or deny any extensions for being untimely filed if the due date falls between October 15 and November 15, 2007, <b>provided the case arises out of the San Diego Immigration Court.</b> Second extensions and cases outside of San Diego will be considered on a case by case basis. Cases not falling within the parameters mentioned above should be brought to John Seiler's attention. He will advise you on whether or not you accept the filing. If John is not available, contact Donna or Mimi Gilliard |
| 10-8-07    | Columbus Day   |
| 9-3-07     | Labor Day  |
| 7-4-07     | 4 <sup>th</sup> of July  |
| 5-28-07    | Memorial Day   |
| 2-19-07    | George Washington's Birthday   |
| 2-14-07    | The office was open, but mail delivery to the Board was disrupted due to icy weather conditions.   |
| 1-15-07    | Martin Luther King's Birthday  |
| 1-2-07     | Government closed – national day of mourning due to death of President Ford  |
| 1-1-07     | New Years  |
| 12-29-06   | Denver Courts closed due to weather  |
| 12-25-06   | Christmas  |
| 12-21-06   | The Denver Immigration Court is closed today, Thursday, December 21, 2006 due to serious weather conditions.   |
| 11-23-06   | Thanksgiving   |
| 11-10-06   | Veteran's Day  |
| 10-9-06    | Columbus Day   |
| 9-4-06     | Labor Day  |
| 7-4-06     | 4 <sup>th</sup> of July  |
| 5-29-06    | Memorial Day   |



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| 2-20-06     | George Washington's Birthday  |
| 1-16-06     | Martin Luther King's Birthday   |
| 1-2-06      | New Years   |
| 12-26-05    | Christmas   |
| 11-24-05    | Thanksgiving  |
| 11-11-05    | Veteran's Day   |
| 10-24-25-05 | Due to Hurricane Wilma, the Miami and Krome IC were closed.   |
| 10-10-05    | Columbus Day  |
| 9-22-05     | Due to Hurricane Rita, the Oakdale Immigration Court closed at noon 9-22-05. The court will be closed until further notice.   |
| 9-21-05     | Due to Hurricane Rita, the Houston Immigration Court closed at noon 9-21-05, and will not resume operations until at least Thursday 9-29-05.  |
| 9-19-05     | Miami being evacuated due to Hurricane Rita.  |
| 9-5-05      | Labor Day   |
| 8-30-05     | New Orleans area hit by hurricane Katrina, mail service maybe delayed. J-Panel will accept all filings where deficient or not until at least 12-30-05.  |
| 8-27-29-05  | Clerk's Office moved to the new location in the Tower   |
| 8-22-26-05  | We received a call from Miami regarding inclement weather (Tropical Storm/Hurricane). Caller informed Clerk's Office that FedEx was not picking-up packages due to the heavy weather.   |
| 8-10-15-05  | There was a delay in the date-stamping of correspondence received and signed for at the Clerk's Office of the Board of Immigration Appeals between August 10, 2005, and August 15, 2005. Therefore, all items which were due for receipt at the Board of Immigration Appeals during that time-frame should be considered timely filed.  |
| 7-4-05      | 4 <sup>th</sup> of July   |
| 5-30-05     | Memorial Day  |
| 4-28-05     | FYI: Denver Chief Counsel Office staff had to vacate their offices in very short order because of mold. We're certain there will be BIA filing deadlines missed by Denver Chief Counsel, but they will be filing motions to accept appeals on certification and motions to accept late briefs. DHS will not be able to work out of their offices for at least the next 30 days. When you begin to see these motions in your late appeals or late briefs, please let me know. We'll need J Panel input on how to handle these. |
| 3-14-05     | On March 14, 2005, customers were unable to file documents at the public window after 2:30 p.m., as traffic was halted around the Skyline Complex and individuals were not permitted to enter or exit the buildings due to a detection of hazardous material in a nearby building.  |
| 2-21-05     | George Washington's Birthday  |
| 1-20-05     | Presidential Inauguration   |
| 1-17-05     | Martin Luther King's Birthday   |
| 1-1-05      | New Year's Day (Saturday!)  |
| 12-31-04    | New Year's Eve  |
| 12-24-04    | Christmas   |

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| 12-4-04  | Due to the power outage in the Skyline Complex, the Clerk's Office of the Board of Immigration Appeals closed at 1:30 p.m. Eastern Standard Time on Wednesday, December 1, 2004. After consultation with the mailroom supervisor, <u>all</u> U.S. Postal Service and courier service mail was received by the mailroom and date stamped. Also, the service window was open till 4:30 p.m. - therefore, all documents received at the window after 1:30 p.m. was date stamped accordingly.  |
| 11-25-04 | Thanksgiving   |
| 11-11-04 | Veteran's Day  |
| 10-11-04 | Columbus Day   |
| 9-6-04   | Labor Day  |
| 9-04     | <p>Grace period for September '04 Hurricanes</p> <p>We have been asked to apply a grace period to all time-sensitive documents (appeals, motions, and briefs) coming from Florida, San Juan, and New Orleans, which were due between 9/6/04 to 9/26/04 AND which were received at the Board by October 1, 2004. This grace period is to be applied in all cases whether the party requested it or not and whether documentation was submitted or not.</p> <p>If documents that were due in September were not received until <u>after</u> 10/1/04, you may accept them on a case by case basis, provided there are compelling reasons for the late filing. Please contact me, if you are unsure about a particular filing.</p>   |
| 7-5-04   | 4 <sup>th</sup> of July  |
| 6-11-04  | <p>Government Offices closed due to president's death</p> <p>"By Executive Order of President George W. Bush, executive branch departments including the Clerk's Office of the Board of Immigration Appeals will be closed on Friday, June 11, 2004 as a mark of respect and National Day of Mourning for Ronald Reagan, the fortieth President of the United States. Therefore, all items for which the due date for receipt at the Board of Immigration Appeals would have fallen on June 11, 2004 will be due the next business day, Monday, June 14, 2004."</p>  |
| 5-31-04  | Memorial Day   |
| 2-16-04  | George Washington's Birthday   |
| 1-27-04  | <p>Government Offices closed at 1:30 due to weather.</p> <p>Due to inclement weather in the Washington, D.C. metropolitan area, the Clerk's Office of the Board of Immigration Appeals closed at 1:30 p.m. Eastern Standard Time on Tuesday January 27, 2004. All mail delivered by the U.S. Postal Services and courier services was received by the mail room and date stamped. The Clerk's Office, following the guidelines published in the <u>Board of Immigration Appeals: Practice Manual and Question and Answers</u>, date stamped those documents which normally were to be delivered on that day on Wednesday, January 28, 2004. The attached document was delivered to the Clerk's Office Customer Service Window after 1:30 p.m. The attached document was reviewed by the Clerk's Office staff to ensure timeliness of receipt.</p> <p>This advisory is to be kept as a permanent part of the official record.</p> |
| 1-19-04  | Martin Luther King's Birthday  |
| 1-1-04   | New Year's Day   |
| 12-26-03 | Due to the Federal Holiday on Friday, December 26, 2003 (Executive Order   |

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|            | <p>11582), all mail will be picked up from the United States Post Office on Monday, December 29, 2003 and date stamped. Following guidelines published in the <u>Board of Immigration Appeals: Practice Manual and Question and Answers</u>, the Clerk's Office will consider Friday, December 26, 2003 a Federal Holiday for processing appeals and legal documents.</p> <p>Accordingly, all documents which normally would have been delivered on that day are officially due on Monday, December 29, 2003. Further, the office is prepared to attach to each of these documents a "Memorandum to the File" indicating that the case was reviewed by the Clerk's Office staff to ensure timeliness of receipt.</p>  |
| 12-25-03   | Christmas   |
| 11-27-03   | Thanksgiving  |
| 11-11-03   | Veteran's Day   |
| 10-13-03   | Columbus Day  |
| 9-18-19-03 | <p>Government Offices closed due to Hurricane Isabel.</p> <p>Due to inclement weather (Hurricane Isabel) in the Washington, D.C. metropolitan area, the Federal Government was closed for normal operations on Thursday, September 18, 2003 and Friday, September 19, 2003. Following guidelines published in the <u>Board of Immigration Appeals: Practice Manual and Question and Answers</u>, the Clerk's Office received and date stamped documents during the time period of Monday, September 22, 2003 through Tuesday, September 23, 2003. The attached document was reviewed by the Clerk's Office staff to ensure timeliness of receipt.</p> <p>This advisory is to be kept as a permanent part of the official record.</p>  |
| 9-1-03     | Labor Day   |
| 8-14-03    | <p>The power outage in the Northeast on Thursday, August 14, 2003, may have interrupted first class and commercial mail service.</p> <p>Following guidelines published in the <u>Board of Immigration Appeals: Practice Manual and Question and Answers</u>, the Clerk's Office will consider Thursday, August 14, 2003 a Federal Holiday for processing appeals and other time-sensitive legal documents. Accordingly, all documents which normally would have been delivered on that day may not reach the Clerk's Office for several days.</p> <p>As a result, the Clerk's Office will continue to receive and date stamp documents during the time period of Friday, August 15, 2003 through Wednesday, August 20, 2003. However, during that time period, our mail room staff will attach to each of these documents a "Memorandum to the File" indicating that the case was reviewed by the Clerk's Office staff to ensure timeliness of receipt.</p> |
| 7-4-03     | 4 <sup>th</sup> of July   |
| 5-26-03    | Memorial Day  |
| 2-18-03    | Snow Day - Government closed due to snow –  |

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|          | <p>Due to inclement weather on Tuesday, February 18, 2003, all mail will be picked up from the United States Post Office today (Wednesday, February 19, 2003) and date stamped. Following guidelines published in the <u>Board of Immigration Appeals: Practice Manual and Question and Answers</u>, the Clerk's Office will consider Tuesday, February 18, 2003 a Federal Holiday for processing appeals and legal documents.</p> <p>Accordingly, all documents which normally would have been delivered on that day are officially due today, Wednesday, February 19, 2003. Further, the office is prepared to attach to each of these documents a "Memorandum to the File" indicating that the case was reviewed by the Clerk's Office staff to ensure timeliness of receipt.</p>  |
| 2-17-03  | George Washington's Birthday  |
| 1-20-03  | Martin Luther King's Birthday   |
| 1-1-03   | New Year's Day  |
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| 12-31-02 | Early closure for holiday eve   |
| 12-15-02 | Christmas   |
| 12-24-02 | Early closure for holiday eve   |
| 12-5-02  | <p>Snow Day - The office was open with limited staff and mail service was as follows:</p> <p><b>Interoffice Mailruns</b> Due to inclement weather, the Clerk's Office mailroom will not be making any interoffice mailruns on Thursday, December 5, 2002.</p> <p><b>U.S. Post Office</b> All mail will be picked up from the United States Post Office, date stamped and processed accordingly.</p> <p><b>Federal Express</b> Federal Express notified the Clerk's Office that there will be no service today. The Clerk's Office, following guidelines published in the <u>Board of Immigration Appeals: Practice Manual and Question and Answers</u>, will date stamp tomorrow (Friday, December 6, 2002) those documents which normally were to be delivered today. Further, the office is prepared to attach to each of these documents a "Memorandum To The File" indicating that the case was reviewed by the Clerk's Office staff to ensure timeliness of receipt.</p> |
| 11-28-02 | Thanksgiving  |
| 11-27-02 | Early closure for holiday eve   |
| 11-11-02 | Veteran's Day   |
| 10-14-02 | Columbus Day  |
| 9-2-02   | Labor Day   |
| 7-4-02   | 4 <sup>th</sup> of July   |
| 5-27-02  | Memorial Day  |
| 2-18-02  | George Washington's Birthday  |
| 1-21-02  | Martin Luther King's Birthday   |
| 1-1-02   | New Year's Day  |
|          |   |
| 12-25-01 | Christmas   |

|            |   |
|------------|---|
| 12-24-01   | Christmas Eve   |
| 11-22-01   | Thanksgiving  |
| 11-12-01   | Veteran's Day   |
| 11-1-2-01  | Mailroom operations disrupted--Due to the disruption in mail service for the DOJ in the Washington metro area, the EOIR mail room and BIA clerk's office mail room operations were disrupted on 11-1-01 and 11-2-01. Specifically, regular first class mail was not picked up from the local post office. However, the mail room continued to receive documents sent by commercial delivery services.                           |
| 10-29-01   | Mailroom closed part of the day for Anthrax testing - It turns out the C.O. mailroom was reopened the afternoon of Monday 10/29/01, and all mail received that day was date-stamped (on overtime). Some of the mail items received in the Tower (including possibly some appeals, briefs, etc.), however, might not have been date-stamped until 10/30 or later.  |
| 10-08-01   | Columbus Day  |
| 9-11-01    | Terrorist attack on Pentagon; BIA offices closed at 10:00AM (Note: Special grace period applied to all mail received between 9/10 and 9/30/01.)   |
| 9-3-01     | Labor Day   |
| 7-4-01     | 4 <sup>th</sup> of July   |
| 5-28-01    | Memorial Day  |
| 2-19-01    | George Washington's Birthday  |
| 1-15-01    | Martin Luther King's Birthday   |
| 1-1-01     | New Year's Day  |
|            |   |
| 12-25-00   | Christmas   |
| 11-23-00   | Thanksgiving  |
| 11-22-00   | Closed office at 3:00 for Thanksgiving holiday  |
| 11-10-00   | Veteran's Day   |
| 10-9-00    | Columbus Day  |
| 9-4-00     | Labor Day   |
| 7-4-00     | 4 <sup>th</sup> of July   |
| 6-26-00    | Power failure in Building 3, closing the Clerk's Office at 12:30. Management posted a sign on the lobby door for any wishing to file to come to the Tower 24 <sup>th</sup> floor. The mailroom staff finished date stamping the remaining mail at the Library and filings were accepted at the Tower (main office). Although the Clerk's Office as closed, management fulfilled its obligation to date stamp all incoming mail. |
| 5-29-00    | Memorial Day  |
| 2-21-00    | George Washington's Birthday  |
| 1-25-26-00 | Closed due to snow. All documents received on January 27 <sup>th</sup> were date stamped and considered timely filed (Practice Manual). The Clerk's Office also attached a Memorandum to the File@ on each piece of correspondence received on the 27 <sup>th</sup> .   |
| 1-17-00    | Martin Luther King's Birthday   |
|            |   |
| 12-31-99   | New Year's  |

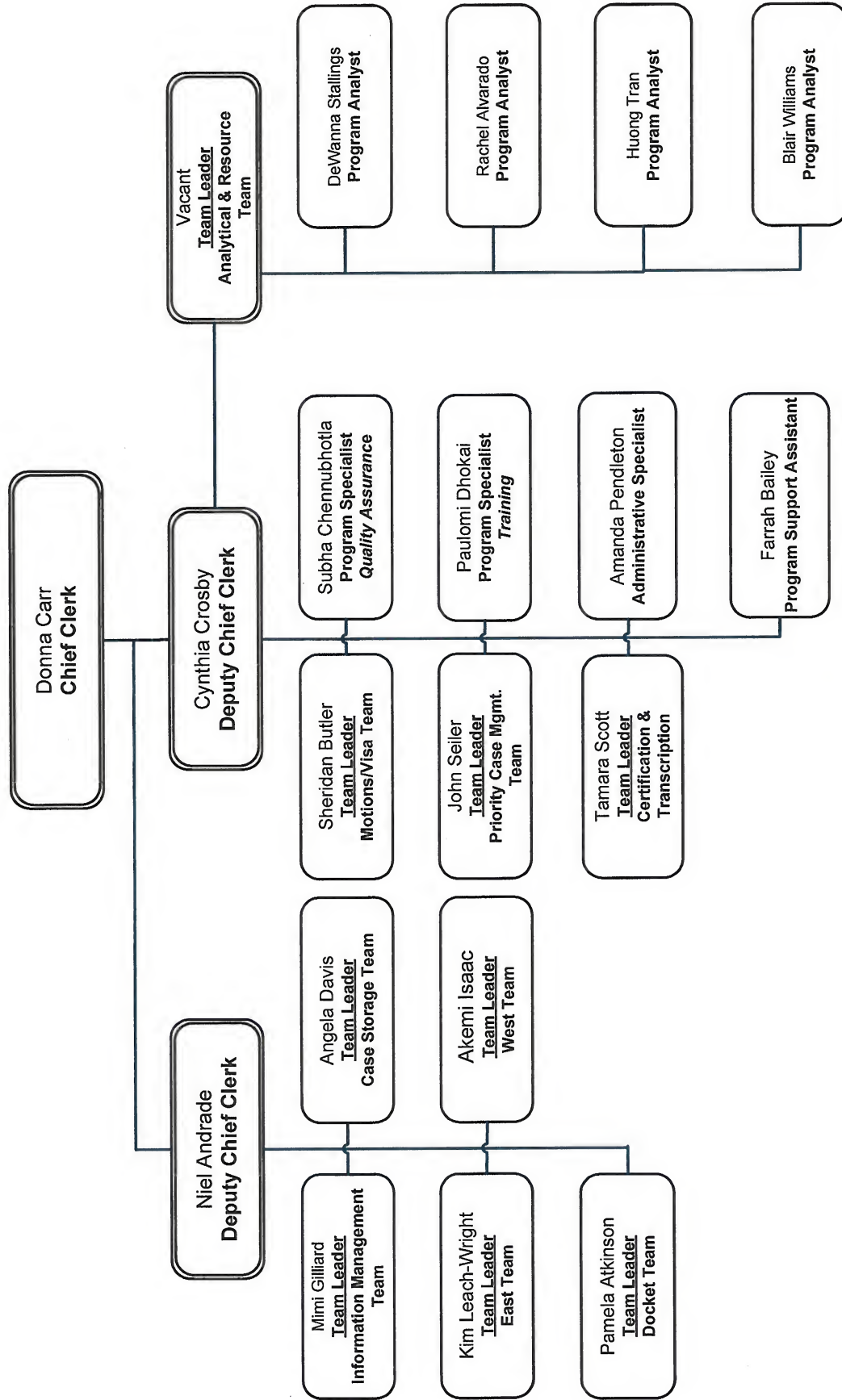


|          |  |
|----------|--|
| 12-24-99 | Christmas  |
| 11-25-99 | Thanksgiving   |
| 11-24-99 | Closed office at 3:00 for Thanksgiving holiday   |
| 11-11-99 | Veteran's Day  |
| 10-11-99 | Columbus Day   |
| 9-6-99   | Labor Day  |
| 7-5-99   | 4 <sup>th</sup> of July  |
| 5-31-99  | Memorial Day   |
| 3-9-99   | Closed due to snow beginning at 2:00   |
| 2-15-99  | George Washington's Birthday   |
| 1-18-99  | Martin Luther King's Birthday  |
| 1-1-99   | New Year's Day   |
|          |  |
| 12-31-98 | 2 day closure for New Year's Eve   |
| 12-25-98 | Christmas  |
| 12-24-98 | 2 day closure for Christmas  |
| 11-26-98 | Thanksgiving   |
| 11-25-98 | Closed office at 3:00 for Thanksgiving holiday   |
| 11-11-98 | Veteran's Day  |
| 10-12-98 | Columbus Day   |
| 9-7-98   | Labor Day  |
| 7-3-98   | 4 <sup>th</sup> of July  |
| 5-25-98  | Memorial Day   |
| 4-6-98   | <b>Clerk's Office moved from Tower to Bldg 3, 13<sup>th</sup> Floor</b> (From APU, 5107 Leesburg Pike, Suite 1711 to C.O., 5201 Leesburg Pike, Suite 1300) |
| 2-16-98  | George Washington's Birthday   |
| 1-19-98  | Martin Luther King's Birthday  |
| 1-2-98   | President gave day off for New Years   |
| 1-1-98   | New Year's Day   |
|          |  |
| 12-31-97 | 2 day closure for New Year's Eve   |
| 12-26-97 | President gave day off for Christmas   |
| 12-25-97 | Christmas  |
| 11-27-97 | Thanksgiving   |
| 11-26-97 | Closed office at 3:00 for Thanksgiving holiday   |
| 11-11-97 | Veteran's Day  |
| 10-13-97 | Columbus Day   |
| 9-1-97   | Labor Day  |
| 7-4-97   | 4 <sup>th</sup> of July  |
| 5-26-97  | Memorial Day   |
| 2-17-97  | George Washington's Birthday   |
| 1-20-97  | Martin Luther King's Birthday  |
| 1-1-97   | New Year's Day   |
|          |  |
| 12-31-96 | 2 day closure for New Year's Eve   |
| 12-25-96 | Christmas  |

[illegible]

# Office of the Clerk

## Board of Immigration Appeals



## CASE STORAGE TEAM ROP ROUTING FORM

*Must Complete One Form per Request*

### STEP 1

|                                |   |
|--------------------------------|---|
| REQUESTOR'S NAME:              | DATE  |
| LIST LEAD A# (and any Riders): | <input type="checkbox"/> FOIA <input type="checkbox"/> Certification<br><input type="checkbox"/> Return to IC |

### STEP 2 Return ROP to:

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> Motion Team | <input type="checkbox"/> East Team       |
| <input type="checkbox"/> PCM Team    | <input type="checkbox"/> Screening Panel |
| <input type="checkbox"/> West Team   | <input type="checkbox"/> Other: _____    |

### STEP 3 Return / Scan ROP to, please provide the following:

|                   |                    |
|-------------------|--------------------|
| FUNCTIONAL LEVEL: | RESPONSIBLE PARTY: |
| SCANNED BY:       | DATE:              |

### STEP 4

**DO NOT REMOVE THIS SHEET IF THIS FILE NEEDS TO BE  
RETURNED TO ON-SITE STORAGE**

*Complete and attach an ROP Routing Slip and Return ROP  
to Case Storage Team*

\*\*\*\*\*

### TO BE COMPLETED BY CASE STORAGE TEAM ONLY

|                |  |
|----------------|--|
| DECISION DATE: |  |
| COMMENTS:      |  |
|                |  |
|                |  |

Created: 6/8/11

## **BIA REQUEST FOR ROP**

**TO:** KAY PERKINS CC: CRYSTAL SOUZA

(Name)

**FROM:** \_\_\_\_\_

(Name)

- |   |   |
|---|---|
| <input type="checkbox"/> Clerk's Office   | <input type="checkbox"/> Case Management Specialist |
| <input type="checkbox"/> Attorney Manager | <input type="checkbox"/> _____                      |

**DATE:** \_\_\_\_\_

**RE:** Alien Name: \_\_\_\_\_

A Number: \_\_\_\_\_

The record of proceeding in the above matter is needed in the BIA due to:

- ☐ Alien is detained at government expense. RUSH.
- ☐ Notice of Appeal filed\_\_\_\_\_.  
(Date)
- ☐ Motion pending.
- ☐ Needed for immediate adjudication as a "special projects" case as identified by the chairman. Project type:\_\_\_\_\_

Please scan (if the ROP is barcoded), complete the Routing Slip, and forward this ROP

to \_\_\_\_\_ as soon as possible.

(Name and Location)

To be completed by FOIA Unit:

Date ROP returned to FOIA \_\_\_\_\_

REV. 9/22/04



## Abbreviations & Acronyms

### A – B

|       |   |
|-------|---|
| A     | <u>A</u> lien   |
| ABC   | <u>A</u> merican <u>B</u> aptist <u>C</u> hurches [et al. vs. Thornburgh]                 |
| AAO   | <u>A</u> dministrative <u>A</u> ppeals <u>O</u> ffice                                     |
| ACIJ  | <u>A</u> ssistant <u>C</u> hief <u>I</u> mmigration <u>J</u> udge                         |
| ANSIR | <u>A</u> utomated <u>N</u> ationwide <u>S</u> ystem for <u>I</u> mmigration <u>R</u> evue |
| BIA   | <u>B</u> oard of <u>I</u> mmigration <u>A</u> ppeals                                      |

### C

|         |  |
|---------|--|
| CA      | <u>C</u> ourt <u>A</u> dministrator  |
| CAP/IHP | <u>C</u> riminal <u>A</u> lien <u>P</u> rogram / <u>I</u> nstitutional <u>H</u> earing <u>P</u> rogram |
| CASE    | <u>C</u> ase <u>A</u> ccess <u>S</u> ystem for <u>E</u> OIR  |
| CAT     | <u>C</u> onvention <u>A</u> gainst <u>T</u> orture   |
| CBP     | <u>C</u> ustoms and <u>B</u> order <u>P</u> atrol  |
| CDR     | <u>C</u> ontinued <u>D</u> etention <u>R</u> evue  |
| COS     | <u>C</u> ertificate <u>O</u> f <u>S</u> ervice   |
| CFR     | <u>C</u> ode of <u>F</u> ederal <u>R</u> egulations  |
| CCR     | <u>C</u> ircuit <u>C</u> ourt <u>R</u> emand ( <i>also FCR</i> )                                       |
| CIS     | <u>C</u> itizenship and <u>I</u> mmigration <u>S</u> ervices   |
| CO      | <u>C</u> lerk's <u>O</u> ffice   |
| COV     | <u>C</u> hange of <u>V</u> enue  |
| CPC     | <u>C</u> hinese <u>P</u> opulation <u>C</u> ontrol   |

### D - E

|     |  |
|-----|--|
| DAR | <u>D</u> igital <u>A</u> udio <u>R</u> ecording                        |
| DHS | <u>D</u> epartment of <u>H</u> omeland <u>S</u> ecurity (formerly INS) |
| DIS | <u>D</u> ismissed  |
| DOJ | <u>D</u> epartment of <u>J</u> ustice                                  |

## Abbreviations & Acronyms

|      |   |
|------|---|
| EM   | <u>E</u> lectronic <u>M</u> onitoring                                   |
| EXC  | <u>E</u> xclusion or Exclusion Proceeding                               |
| EOIR | <u>E</u> xecutive <u>O</u> ffice for <u>I</u> mmigration <u>R</u> eview |

### F - H

|      |  |
|------|--|
| FCR  | <u>F</u> ederal <u>C</u> ourt <u>R</u> emand ( <i>also CCR</i> ) |
| FOIA | <u>F</u> reedom <u>o</u> f <u>I</u> nformation <u>A</u> ct       |
| FRC  | <u>F</u> ederal <u>R</u> ecord <u>C</u> enter                    |

### I - L

|        |   |
|--------|---|
| IC     | <u>I</u> mmigration <u>C</u> ourt   |
| ICE    | <u>I</u> mmigration and <u>C</u> ustoms <u>E</u> nforcement   |
| IJ     | <u>I</u> mmigration <u>J</u> udge   |
| IJ/MTR | <u>I</u> mmigration <u>J</u> udge's denial of a <u>M</u> otion to <u>R</u> eopen [or Motion to Reconsider] IJ/MTR is a type of appeal that is filed with the Board. |

### M - N

|       |  |
|-------|--|
| MTR   | <u>M</u> otion <u>t</u> o <u>R</u> eopen or <u>M</u> otion <u>t</u> o <u>R</u> econsider |
| MTRec | <u>M</u> otion <u>t</u> o <u>R</u> econsider   |
| MTRei | <u>M</u> otion <u>t</u> o <u>R</u> eissue or <u>R</u> einstate                           |
| MTRem | <u>M</u> otion <u>t</u> o <u>R</u> emand   |
| MTReo | <u>M</u> otion <u>t</u> o <u>R</u> eopen   |
| NFO   | <u>N</u> ational <u>F</u> ines <u>O</u> ffice  |
| NTA   | <u>N</u> otice <u>t</u> o <u>A</u> ppear   |

### O - Q

|       |  |
|-------|--|
| OA    | <u>O</u> ral <u>A</u> rgument  |
| OCAHO | <u>O</u> ffice of the <u>C</u> hief <u>A</u> dministrative <u>H</u> earing <u>O</u> fficer |
| OCIJ  | <u>O</u> ffice of the <u>C</u> hief <u>I</u> mmigration <u>J</u> udge                      |
| OGC   | <u>O</u> ffice of <u>G</u> eneral <u>C</u> ounsel  |

## Abbreviations & Acronyms

|     |  |
|-----|--|
| OIL | <u>O</u> ffice of <u>I</u> mmigration <u>L</u> itigation             |
| OSC | <u>O</u> rders to <u>S</u> how <u>C</u> ause (the charging document) |
| PCM | <u>P</u> riority <u>C</u> ase <u>M</u> anagement                     |

### R

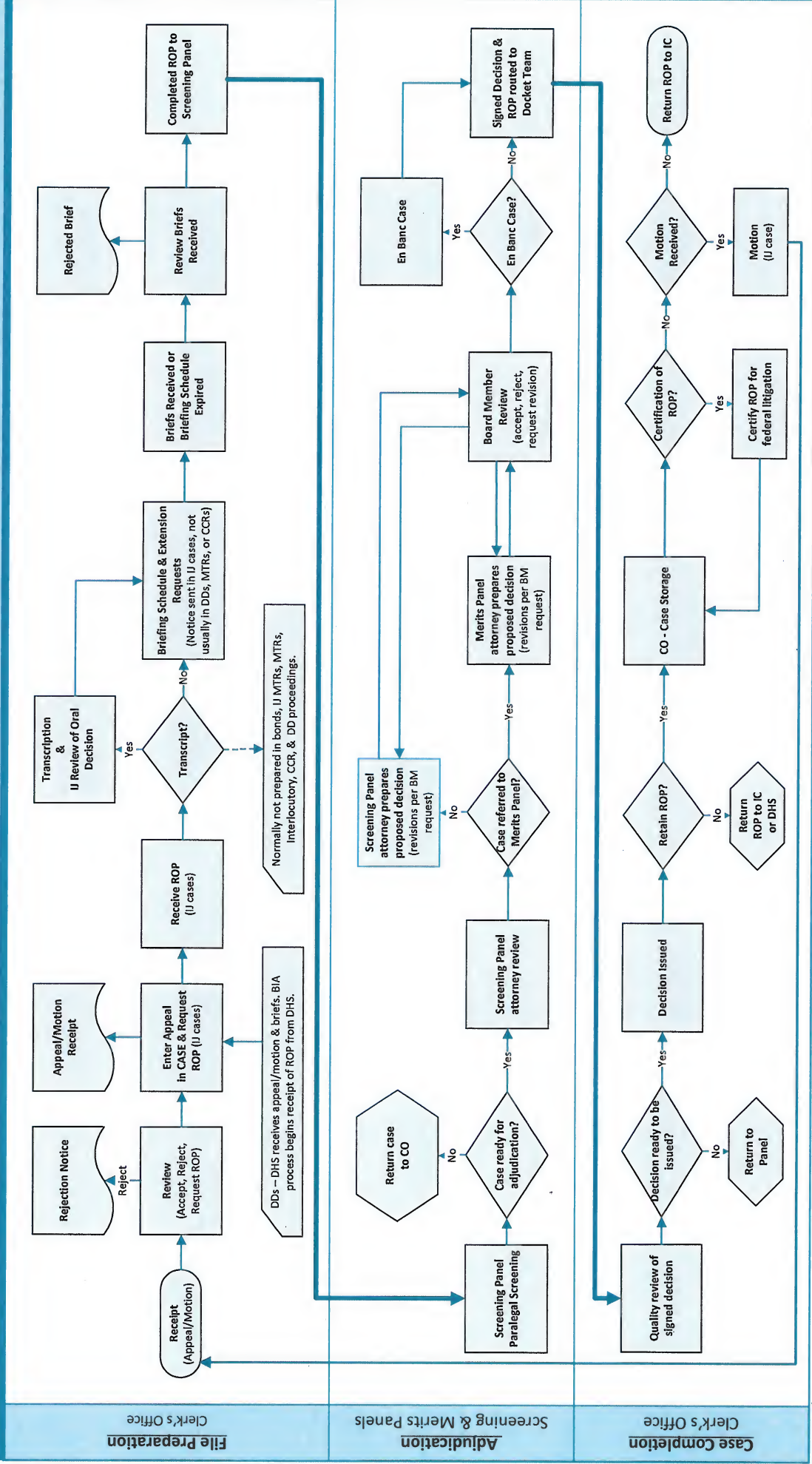
|     |   |
|-----|---|
| R   | <u>R</u> espondent                            |
| R&A | <u>R</u> ecognition and <u>A</u> ccreditation |
| REM | <u>R</u> emand                                |
| ROP | <u>R</u> ecord of <u>P</u> roceeding          |

### S - Z

|     |                                     |
|-----|-------------------------------------|
| SUS | <u>S</u> ustained                   |
| VD  | <u>V</u> oluntary <u>D</u> eparture |
| WDL | <u>W</u> ithdrawn                   |

# BIA Appeal / Motion Case Process Flow (simplified overview)

9/2018



## Office of the Clerk Glossary of Terms

# A

|                                     |  |
|-------------------------------------|--|
| <b>A Number</b>                     | An alien registration number which DHS assigns to every alien. It is an "A" followed by 9 numbers. For example: A099 999 999. No two aliens can have the same number. Cases before EOIR are tracked by the "A" number.   |
| <b>Accredited Representative</b>    | A person who is approved by the Board to represent aliens before the Board. He or she must work for a specific non-profit, religious, charitable, social service, or similar organization. The organization must be authorized (or recognized) by the Board to represent aliens. In order to practice before the Immigration Court or the Board of Immigration Appeals <u>fully accredited representatives</u> must register with EOIR's eRegistry and utilize their assigned EOIR ID number when filing a Form EOIR-27 or Form EOIR-28. |
| <b>Adjudication</b>                 | Review of a case and issuance of a decision by the Board.  |
| <b>Adjustment of Status (I-485)</b> | Generally a change of the alien's status from a non-immigrant status (a temporary stay in the United States) to immigrant status (lawful permanent resident).  |
| <b>Administrative Control</b>       | Custodial responsibility for the record of proceeding (ROP). The Immigration Courts (base city courts) retains administrative control of EOIR cases.   |
| <b>Alien</b>                        | Any person not a citizen or national of the United States.   |
| <b>Amicus brief</b>                 | From Latin "Amicus Curiae" or "friend of the court." A written argument presented to the Board by a person or organization who is not a party but who has strong views or interests in the issue before the Board. This brief may only be submitted with the permission of the Board Members.  |
| <b>Appellant</b>                    | Party who filed the appeal.  |
| <b>Appellee</b>                     | Party who is opposing the appeal.  |
| <b>Applicant</b>                    | The person in exclusion proceedings is called the "applicant." <b>See Respondent.</b>  |
| <b>Associate / Match</b>            | To place the documents or correspondence in the ROP.   |
| <b>Asylum</b>                       | A form of relief from deportation/removal. This relief grants legal status in the United States to an alien who has shown he or she has a reasonable fear of persecution. The fear of persecution must be because of race, religion, nationality, membership in a particular social group, or political opinion. The alien must file a Form I-589 with DHS or EOIR to request asylum.  |
| <b>Attorney</b>                     | Someone licensed by a state to practice law. An attorney must be in good standing" which means, in part, that the attorney's law license must be valid, before the attorney can represent a party before the Board. In order to practice before the Immigration Court or the Board of Immigration Appeals attorneys must register with EOIR's eRegistry and utilize their assigned EOIR ID number when filing a Form EOIR-27 or Form EOIR-28.  |



## Office of the Clerk Glossary of Terms

|                                     |   |
|-------------------------------------|---|
| <b>Attorney of Record</b>           | The alien's representative. To be recognized by the Board, their representative must file a Form EOIR-27 (Notice of Entry of Appearance as Attorney or Representative before the Board).  |
| <b>Autostay</b>                     | When DHS files a Form EOIR-43 (Notice of INS Intent to Appeal Custody Redetermination) with the Immigration Judge, it automatically stays the execution of the Immigration Judge's bond order for 90 days from the date the DHS filed its bond appeal.  |
| <h1>B</h1>                          |   |
| <b>Base City</b>                    | The administrative location of an Immigration Court and the Court Administrator. There may be one or more hearing locations which are managed by one base Immigration Court (base city). The base city retains administrative control over the record of proceedings (ROP).   |
| <b>BCR</b>                          | <u>B</u> ackground and <u>S</u> ecurity <u>R</u> emand (BCR). The Board may remand a case to the Immigration Judge for a background and security check. BCR is the decision code.   |
| <b>Beneficiary</b>                  | An alien who is the subject of a relative visa petition proceeding. <i>See Visa Petition.</i>   |
| <b>Board of Immigration Appeals</b> | The Board of Immigration Appeals (BIA) is like a court of appeals in the United States Department of Justice. The Board is part of the Executive Office for Immigration Review and is the highest administrative body for interpreting and applying immigration law in the United States. The Board reviews appeals from most types of decisions by Immigration Judges and some types of decisions of DHS officers. |
| <b>Bond</b>                         | The amount of money ("bail") set by the DHS or an Immigration Judge that the alien must pay as a condition to be released from DHS custody and to return for a hearing before the IJ at a later date.   |
| <b>Bond Appeal</b>                  | Alien can ask an Immigration Judge to review and redetermine a DHS custody decision. If the IJ's decision is appealed, the appeal is called a Bond Appeal and the proceedings are known as Bond Proceedings. Bond proceedings are separate from removal proceedings and are handled differently, <i>e.g.</i> , no fee required for filing a bond appeal.  |
| <b>Bond Hearing</b>                 | A presentation to an Immigration Judge of the reasons why an alien should be detained or released under certain conditions, while awaiting removal proceedings. The hearing deals only with the issue of bond.  |
| <b>Bond Memorandum</b>              | The Immigration Judge's written decision explaining his/her reasoning for granting or denying bond. The memorandum must be in the record of proceedings in order to adjudicate the appeal.  |
| <b>Bond proceedings</b>             | Proceedings with regard to custody of alien.  |
| <b>Brief</b>                        | The parties' written argument in support or opposition to the appeal or motion.   |
| <b>Briefing Schedule</b>            | A notice to each party that establishes the time frame to submit a brief to the Board. If a transcript is prepared, the transcript is sent to the parties along with a copy of the  |

## Office of the Clerk Glossary of Terms

Immigration Judge's decision and the briefing schedule.

### C

|                                     |   |
|-------------------------------------|---|
| <b>Case Appeal</b>                  | Appeal from the Immigration Judge's first decision; the decision on the merits. Also known as the "direct appeal."  |
| <b>CASE</b>                         | <u>C</u> ase <u>A</u> ccess <u>S</u> ystem for <u>E</u> OIR. Database that is shared by the Immigration Courts and the Board of Immigration Appeals.  |
| <b>CAP</b>                          | CAP cases were renamed as IHP cases (Institutional Hearing Program). An IHP [CAP] pertains to a case for an alien who is incarcerated in a municipal, state, or federal prison system. When a case is identified as an IHP case, the goal is to complete the hearing while the person is still incarcerated so that when their prison term is over, if they are to be deported/removed, DHS will have an order to do so.                      |
| <b>CBP</b>                          | Customs and Border Patrol. A component of the Department of Homeland Security. DHS advance permission cases are received from and returned to the CBP office.   |
| <b>CDR</b>                          | <u>C</u> ontinued <u>D</u> etention <u>R</u> eview (type of proceeding the alien was placed).   |
| <b>Certificate of Service (COS)</b> | Formal statement that indicates a copy of the document was sent to the opposing party, including the name of the person who sent it, the address where it was sent, the date, and the signature of the person who sent it. The COS must be included, or attached to, every document filed with the Board. This ensures that all parties have a copy of everything that is filed in the case. Also known as a <b><i>Proof of Service</i></b> . |
| <b>Certificate of translation</b>   | A formal statement in which a translator shows that he or she has accurately translated a foreign-language document into English.   |
| <b>Certification</b>                | (1) To prepare a certified copy of the record of proceedings when the Board's decision was appealed to the federal court. The purpose is to provide the federal court an accurate record to review. (2) Certification of a case to the Board by an Immigration Judge. <b><i>See IJ Certification.</i></b>   |
| <b>Change of venue (COV)</b>        | To transfer a case that began in one Immigration Court to another Immigration Court.  |
| <b>Charging Document</b>            | The document which initiates a proceeding before an Immigration Judge. There are 3 types of charging documents: Form I-862 (Notice to Appeal), Form I-122, Form 121. Every record of proceedings must include a charging document which is usually identified as Exhibit 1.   |
| <b>Check the status</b>             | To check the computer to determine: (1) if the case is pending before the Board; and (2) the location of the ROP.   |
| <b>Circuit Court</b>                | United States Circuit Court is a federal court of appeals. One of the two types of federal courts that may review Board decisions. The United States District Court is the other.   |
| <b>Circulation sheet</b>            | A sheet placed on top of every ROP when a staff attorney or paralegal has reviewed the file and has prepared a proposed order for the Board members to review. The  |

## Office of the Clerk Glossary of Terms

circulation sheet is used to record the decision type and the Board member's vote and comments.

|                                    |  |
|------------------------------------|--|
| <b>CIS</b>                         | Citizenship and Immigration Services. Part of the Department of Homeland Security. CIS is the "benefits" component of DHS. Visa petition and advance permission appeals are received from the CIS offices.   |
| <b>Classified information</b>      | Material requiring protection against unauthorized disclosure for reasons of national security. National security information is classified at three levels: Confidential, Secret, and Top Secret.   |
| <b>Code of Federal Regulations</b> | The Code of Federal Regulations (CFR) is a collection of rules and regulations passed by Congress. The rules are published in the Federal Register. Title 8 (8 CFR) contains the alien and nationality regulations which apply to cases before EOIR.   |
| <b>COGNOS</b>                      | Refers to the computer application used by managers to prepare management reports.   |
| <b>Concurring Opinion</b>          | A separate opinion by one or more Board members agreeing with the majority decision by offering its own reasons for reaching that decision.  |
| <b>Confidential information</b>    | (1) Information which, if disclosed to an unauthorized individual, could cause damage to the national security; (2) By law, information protected against disclosure, such as <i>battered spouse</i> , asylum, child abuse, asylum cases.  |
| <b>Consolidated appeal</b>         | An appeal joining the claims of another separate alien(s). Consolidated appeals are: (1) processed together; (2) identified for ease of reference by the "A" number of the lead alien; and (3) resolved by a single decision of the Board, instead of by a separate decision for each alien. |
| <b>Control File</b>                | <b>See Lead "A" Number.</b>  |
| <b>Correspondence</b>              | All submissions to the Board, with the exception of appeals, motions to reopen, reconsider, or reinstate, opening briefs, and transcripts.   |
| <b>Cross Appeal</b>                | Both parties file an appeal from the same Immigration Judge's decision. The case is called a "cross appeal."   |
| <b>Custody</b>                     | Detention of an alien by DHS/ICE to ensure the alien's appearance at a hearing; or imprisonment resulting from a criminal conviction. <b>See Detainer.</b>   |

## D

|                                |   |
|--------------------------------|---|
| <b>DAR</b>                     | <u>D</u> igital <u>A</u> udio <u>R</u> ecording. Hearings before the Immigration Judges are recorded digitally. If a transcript of the hearing is required at a later date, the BIA transcription unit will get it transcribed. |
| <b>Date Stamp</b>              | Each document that is filed with the Board is date stamped. The date stamp is considered the "received date" or the "filed on" date.  |
| <b>Deportation Proceedings</b> | Alien entered legally into United States but overstayed or broke immigration law(s). Effective April 1, 1997, removal proceedings have replaced deportation proceedings.  |

## Office of the Clerk Glossary of Terms

|                              |  |
|------------------------------|--|
| <b>Detained</b>              | The alien is held in custody at a DHS, federal, state, or municipal institution.   |
| <b>Detainer</b>              | The DHS/ICE may issue a detainer against an alien who is serving a sentence. Upon completion of the sentence the alien will be turned over to ICE for removal.   |
| <b>DHS</b>                   | <p><u>D</u>epartment of <u>H</u>omeland <u>S</u>ecurity is a federal agency created on November 25, 2002, designed to protect the United States against terrorist threats. Their five homeland security missions are: <a href="http://www.dhs.gov/our-mission">http://www.dhs.gov/our-mission</a></p> <ul style="list-style-type: none"><li>•Prevent terrorism and enhance security</li><li>•Secure and manage U.S. borders</li><li>•Enforce and administer U.S. immigration laws</li><li>•Safeguard and secure cyberspace</li><li>•Ensure resilience to disasters</li></ul> |
| <b>Direct Appeal</b>         | An appeal from the Immigration Judge's first decision on the merits. <b>See Case Appeal.</b>   |
| <b>Document Track</b>        | To determine the location of the drop file (EOIR-26, the tape bag, transcript, oral decision, and/or the record of proceedings (ROP). To document track, go into CASE and click on the paper icon.   |
| <b>Dual Appeal</b>           | The party has filed two separate appeals in two different proceedings. For instance, the respondent may appeal the Immigration Judge's decision in removal proceedings and well at their decision in bond proceedings. Two appeals in different proceedings require two separate appeal form (Form EOIR-26).   |
| <h2><i>E</i></h2>            |  |
| <b>EM</b>                    | <u>E</u> lectronic <u>M</u> onitoring. The alien has a monitoring bracelet that allows their location to be determined remotely. Alien is considered detained. EM cases should be flagged in CASE.   |
| <b>En Banc</b>               | Case is reviewed by the full Board. The En Banc process is generally used only to review especially significant cases.   |
| <b>Entry</b>                 | A term in immigration law, usually meaning any coming of a person into the United States. Note that under the legal definition of the work, however, an alien can be physically present in the United States without have made a legal entry.  |
| <b>Entry of appearance</b>   | Notice to the court or the Board of representation of a party by an attorney or representative.  |
| <b>Exclusion proceedings</b> | An immigration proceeding begun before April 1, 1997, against a person who was seeking entry or admission to the United States. The alien is in the United States but did not make a legal entry. This type of proceeding is now outdated. After April 1, 1997, exclusion proceedings became removal proceedings.  |
| <b>Extension Request</b>     | Parties request for additional time in which to file their brief; request to extend the briefing schedule.   |

Office of the Clerk Glossary of Terms

*F-G*

|                           |  |
|---------------------------|--|
| <b>Fee Waiver request</b> | Form EOIR-26A. Filed with the appeal or motion to reopen or motion to reconsider to ask the Board to not require the fee.  |
| <b>Field office</b>       | A term used to refer to the DHS District Office.   |
| <b>Filing</b>             | The actual receipt and acceptance of a document that is officially filed at the Board. A document that was received but subsequently rejected has not been "filed" at the Board.                                     |
| <b>Filing Receipt</b>     | A notice sent to the parties to acknowledge the receipt of a properly-filed appeal, motion to reopen, motion to reconsider, or circuit court remand.   |
| <b>Fine</b>               | A money penalty against an airline or shipping company for a violation of the immigration laws, usually for carrying unauthorized immigrants.  |
| <b>Form EOIR-43</b>       | <u>Notice of ICE Intent to Appeal Custody Redetermination</u> . Filing an EOIR-43 activates a 90-day stay of execution of the judge's decision in bond proceedings.  |
| <b>Form I-863</b>         | <u>Notice of Referral to the IJ</u> . DHS files this form with the IJ that commences Special Circumstances Proceedings.  |
| <b>Form I-830</b>         | <u>Change in Custody Status</u> . This form is filed by DHS indicating a change in the alien's custody status including if the alien was taken into custody, released, or transferred to another detention facility. |
| <b>Form EOIR-26</b>       | Appeal to the Board of Immigration Appeals of Decision by Immigration Judge.   |
| <b>Form EOIR-27</b>       | Notice of Entry of Appearance as Attorney or Representative before the Board of Immigration Appeals.   |
| <b>Form EOIR-29</b>       | Appeal to the Board of Immigration Appeals of Decision by District Director. This form is in visa petition, advance permission, and bond proceedings.  |
| <b>Form EOIR-33</b>       | Change of Address - used by alien.   |

*H-I*

|                         |  |
|-------------------------|--|
| <b>Hearing location</b> | The site for the immigration hearing before an Immigration Judge.  |
| <b>ICE</b>              | <u>I</u> mmigration and <u>C</u> ustoms <u>E</u> nforcement. (ICE) With occasional exceptions, the ICE attorneys represent the government in appeals from Immigration Judge's decisions. ICE is also the "enforcement" arm of DHS effecting removal of individuals who have an order of removal. |
| <b>IJ Certification</b> | Before the Immigration Judge enters a decision on the merits of the case, s/he sends (or certifies) the case to the Board for guidance or for review of a particular issue.  |



## Office of the Clerk Glossary of Terms

|                             |  |
|-----------------------------|--|
| <b>IJ/MTR Appeal</b>        | Refers to an appeal of an Immigration Judge's denial of a Motion to Reopen or Reconsider.  |
| <b>Immigrant</b>            | An alien in the United States who wishes to remain permanently.  |
| <b>In absentia</b>          | The alien did not show up for his/her hearing before the Immigration Judge. An Immigration Judge may issue an "in absentia" decision and order the alien deported or removed for failure to appear.  |
| <b>Inadmissible</b>         | The status of an alien not entitled to enter the United States.  |
| <b>Interim decision</b>     | A published decision of the Board. Published BIA decisions serve as binding legal precedents in future cases where the same issues arise. Non-published decisions do not have this legal effect.   |
| <b>Interim order</b>        | An order by the Board that is NOT the final order in the case. One issue may be resolved but the case remains pending. <i>Example:</i> Interim order denying a motion to accept a late-filed brief.  |
| <b>Interlocutory appeal</b> | An appeal of a decision of the Immigration Judge made during the course of the proceedings but before a final decision is made in the case. <i>Examples:</i> Decision on a change of venue; a decision on what evidence may be admitted; a decision on a motion for a continuance. |
| <b>Issue Sheet</b>          | A form used by the Clerk's Office and Board attorneys to identify legal issues in the case. This form is placed on the cover of the ROP.   |

## *J-K-L*

|                                  |  |
|----------------------------------|--|
| <b>J-Panel</b>                   | Jurisdiction Panel which receives and reviews a variety of jurisdiction issues, <i>e.g.</i> , waived bond appeal, untimely appeals, moot bond.   |
| <b>Joint motion</b>              | A motion submitted to the Board upon which both the DHS and the alien agree. The motion must contain the signature of both parties.  |
| <b>J-Panel</b>                   | Jurisdiction Panel which receives and reviews a variety of jurisdiction issues, <i>e.g.</i> , waived bond appeal, untimely appeals, moot bond.   |
| <b>Lawful permanent resident</b> | LPR. An alien who has been granted the privilege of residing permanently in the United States as an immigrant.   |
| <b>Lead A Number</b>             | The A number of one alien, used for convenience to identify a case involving multiple aliens and multiple A numbers. Family ROPs are comprised of multiple files. One ROP is considered the lead file and the remaining ROPs are considered the "riders." The lead "A" number is the control file in which all hearing submissions are maintained. |
| <b>Logging in</b>                | Refers to the last step in processing the case in the Clerk's Office. Cases are reviewed to ensure the file is complete, correct, and ready for adjudication. Appeals are logged in after the briefing schedule has expired (appeals) or 20 days after the motion to reopen/reconsider was filed.  |

## Office of the Clerk Glossary of Terms

# M

|  |   |
|--|---|
| <b>Minute order</b>                      | The Immigration Judge's computer-generated form order summarizing their decision. The minute order will also indicate if the parties waive or reserve their right to appeal the judge's decision to the Board. The minute order is given to the parties at the end of the hearing; and a copy is placed in the record of proceedings (ROP). |
| <b>Moot Bond</b>                         | The facts of the case have changed since the bond appeal was filed which makes the appeal "moot". <i>For example:</i> If the alien has been released or a subsequent bond order issued, the bond appeal is considered moot.   |
| <b>Motion</b>                            | A formal written request filed with the Immigration Judge or the Board by a party asking for some specific action in the case.  |
| <b>Motion for Summary Dismissal</b>      | A request to the Board to dismiss an appeal. <i>See Summary Dismissal.</i>  |
| <b>Motion to consolidate</b>             | A request that an alien's case be considered and resolved together with the cases of others in a single decision. <i>See Consolidated Appeal.</i>   |
| <b>Motion to file a late-filed brief</b> | A document attached to a brief from a party who wishes the Board to consider brief despite its untimeliness.  |
| <b>Motion to hold in abeyance</b>        | A request that the Board not render a decision in the case at this time.  |
| <b>Motion to Reconsider</b>              | A written request to the Board to reconsider its decision on the basis of an error or change in fact or law. Motions to reconsider are due 30 days from the date of the Board's decision.   |
| <b>Motion to Reinstate</b>               | A written request to the Board to place a case that was previously administratively closed back on the Board's docket.  |
| <b>Motion to Remand</b>                  | A written request to the Board to return a pending case to the Immigration Judge for further action.  |
| <b>Motion to Reopen</b>                  | A written request filed with the Immigration Judge or the Board after a decision was entered asking the Board to reopen the case to consider new evidence that was not available at the time the decision was made. Motions to reopen must be filed within 90 days after the date of the decision.  |
| <b>Motion to Withdraw as Counsel</b>     | An attorney or representative's request that the Board grant permission to cease representation of the alien.   |
| <b>Motion to Withdraw the Appeal</b>     | A written request filed by the appealing party asking permission to withdraw their appeal; that the party no longer wishes to pursue the appeal.  |
| <b>MTR BIA</b>                           | The acronym for a Motion to Reopen or Motion to Reconsider where the Board has rendered the last decision in the case.  |
| <b>MTR IJ</b>                            | The acronym for a Motion to Reopen or a Motion to Reconsider where the Immigration Judge rendered the last decision in the case.  |

## Office of the Clerk Glossary of Terms

### N

|                         |  |
|-------------------------|--|
| <b>Non-Associated</b>   | <u>Also Not-Associated</u> . Refers to correspondence that was inadvertently not filed in the record of proceedings <u>before the Board entered its decision</u> . The correspondence must be:<br><br>(1) Date-stamped after the appeal or motion was filed, and (2) Received before the Board's decision. |
| <b>No record</b>        | Computer indicates "No record" meaning the case was never before an Immigration Judge or the Board.  |
| <b>Nothing pending</b>  | The case was before an Immigration Judge but there is no record that the case is currently pending before the Board.   |
| <b>Notice</b>           | A computer-generated form sent to the parties by the Clerk's Office to convey information concerning a case.   |
| <b>Notice to Appear</b> | The document used by DHS/ICE to charge an alien with being removable from the United States. Filing the Notice to Appear (NTA) with the Immigration Court commences the proceedings.   |

### O

|                                  |  |
|----------------------------------|--|
| <b>Opposing party</b>            | (1) The non-appealing party; (2) the other party in a proceeding.  |
| <b>Oral Argument</b>             | When the Board allows the alien and the DHS/ICE attorney to explain their case.  |
| <b>Order to Show Cause (OSC)</b> | A charging document INS used to serve upon the alien in deportation proceedings. The OSC lists the immigration violations with which the alien was charged. Filing the OSC with the Immigration Court officially commenced the deportation proceedings. <b>See Notice to Appear.</b> |
| <b>Other</b>                     | Refers to all correspondence that pertains to a case that is <i>not pending</i> before the Board.  |
| <b>Own Recognizance (OR)</b>     | A condition under which an individual is released in lieu of bail, upon his promise to appear before the Immigration Judge and answer to the immigration violation.  |

### P-Q

|                   |  |
|-------------------|--|
| <b>Party</b>      | Each case has <u>two parties</u> : (1) Government counsel and (2) the alien or alien's representative. |
| <b>PCM</b>        | Priority Case Management team. Clerk's Office team that handles all appeals involving detained aliens. |
| <b>Petitioner</b> | A person who files a visa petition on behalf of an alien.  |

## Office of the Clerk Glossary of Terms

|                               |   |
|-------------------------------|---|
| <b>Political asylum</b>       | <i>See Asylum.</i>  |
| <b>Pro bono</b>               | An attorney or representative's legal representation provided without fee. From pro-bono public for the public good.  |
| <b>Pro se</b>                 | The alien is representing him/herself.  |
| <b>Proof of Service (POS)</b> | Formal statement that indicates a copy of the document was sent to the opposing party, including the name of the person who sent it, the address where it was sent, the date, and the signature of the person who sent it. The POS must be included, or attached to, every document filed with the Board. This ensures that all parties have a copy of everything that is filed in the case. Also known as a <b><i>Certificate of Service</i></b> . |
| <b>Protected case</b>         | Employees are not permitted to divulge any information with regard to cases that involved a battered spouse, child abuse, or asylum. When the "A" number is entered into the computer, a warning will appear indicating the case is a protected case.   |
| <b>Published decision</b>     | Precedent Board decisions that are given an "Interim Decisions Number" and ultimately published in a volume of the <i>Administrative Decisions under the Immigration and Nationality Laws of the United States</i> .  |

## R

|                                    |   |
|------------------------------------|---|
| <b>Reasonable Cause Hearing</b>    | Hearing before the IJ to determine whether the evidence is sufficient to establish reasonable cause to go forward with hearings on the merits in a special Circumstances Proceedings.                         |
| <b>Received date</b>               | Refers to the Board's date stamp on the correspondence. Also known as the "filed on" date.  |
| <b>Received Subsequent</b>         | Refers to a document received soon <u>after the Board entered its decision</u> ; too late to be considered by the Board when entering its decision.   |
| <b>Record of Proceedings (ROP)</b> | The official file of the Immigration court hearing and the Board of Immigration Appeals proceedings. The ROP contains documents relating to an alien's case.  |
| <b>Refugee</b>                     | An alien who has shown he or she has a reasonable fear of persecution. The fear of persecution must be because of race, religion, nationality, membership in a particular social group, or political opinion. |
| <b>Reinstate</b>                   | To restore a proceeding to the status it was in before the prior order was issued.  |
| <b>Rejection</b>                   | A refusal to accept and process an appeal, motion, brief, or submission that fails to meet specific filing requirements. A rejected document is not considered "filed" within the meaning of the regulations. |
| <b>Remand</b>                      | The Board's decision indicates the ROP will be remanded (returned) to the Immigration Judge for further proceedings or administrative reasons.  |
| <b>RUSH Case</b>                   | A case involving an alien who is detained by DHS. The ROP will have a "RUSH" tag attached to the file indicating the case should be expedited.  |

## Office of the Clerk Glossary of Terms

**Respondent** Refers to the alien in deportation, removal, and bond proceedings

### *S-T-U*

**SC Appeal** Special Circumstance appeal. Type of appeal from IJ's order indicating the DHS has established that the alien is a special danger to the public and should remain in custody and that the case should be set for a CDR (Continued Detention Review) merits proceeding.

**Stay Coordinator** Board paralegal who processes all requests and motions for a stay of removal or deportation.

**Stay of Removal** An order preventing the DHS from executing an order of removal, deportation, or exclusion. Stays are automatic in some instances (e.g., when a case appeal is filed) and discretionary in others.

**Stay of Execution** An order that suspends the effect of a prior decision pending further consideration by the Board.

**Third Party** Refers to someone who is not a party to the case. *Example:* A relative of the alien. The Board does not accept submissions from a third party.

### *V-Z*

**Voluntary Departure (VD)** A form of relief which is granted by the Immigration Judge or the Board allowing the alien to voluntarily depart the United States as opposed to being deported or removed.

**Waived Appeal** An appeal that is filed after the appealing party who has already voluntarily told the Immigration Judge that s/he has given up ("waived") their right to appeal. A bond appeal that shows the alien waived their rights to appeal is routed to J-Panel. No briefing schedule is set.

**Zero Bond** A bond proceedings where no charging document has been filed with the Immigration Court.

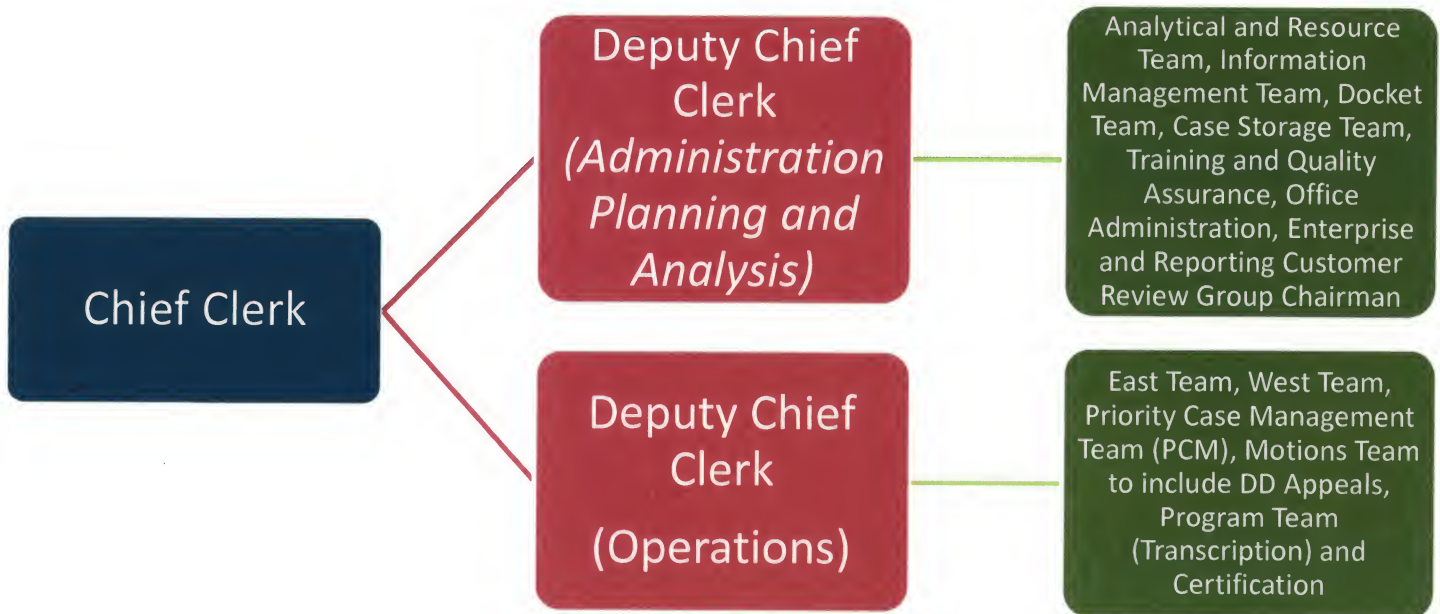
# EXECUTIVE OFFICE FOR IMMIGRATION REVIEW

## OFFICE OF THE CLERK

### Organizations and Outline of Functions pmd rev. 05.2015

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#### Office of the Clerk – Organizational Makeup



The Office of the Clerk consists of one Chief Clerk, two Deputy Chief Clerks, and nine distinct teams which are responsible for case flow processing and also multiple Programs which serve the agency and the Board of Immigration Appeals. The Office of the Clerk is made up of government employees, contractors, and students. An outline of the teams functions are mentioned below.

#### **Information Management Team - Mailroom, Receiving, Front Window Operations and Correspondence**

The Mail room opens and date stamps and delivers mail to the Clerk's Office staff and other components of EOIR for review. Correspondence and pleadings are researched and routed to their appropriate teams (e.g., appeals to the various Appeals Processing Teams, motions to Motions Team, correspondence for detained aliens to Priority Case Management, appeals and extension requests to East Team, West Team or PCM depending on the Immigration Court of the document and the custody status of the alien, Program Team for Congressional requests, other inquiries, etc.)

The Receiving Team will attach the barcode label and scan the file to the appropriate team member. Since 1997, the Board has tracked the movement of its ROPs by attaching a barcode label to each file and scanning the file to its destination. The Board has updated their scanning software. This will extend the functionality of the current barcode label functions to absorb the Office of the Chief Immigration Judge (OCIJ), the Immigration Courts throughout the United States and the Office of General Counsel (OGC). This advantage will lend to continual agency inventory assessment throughout EOIR. All record of proceedings comes to the Board from the Immigration Court with an affixed bar code classified such as, but not limited to: removal or deportation.

The Front Window Operations receives appeals and motions from attorneys, couriers, aliens, and DHS. Emergency Stays also filed. Additionally inquires to the Clerk's Office are directed to and/or routed through the front window, either in person or by telephone. It is the gateway for all physical filings at the Board. We have two main Interpretation services:



# EXECUTIVE OFFICE FOR IMMIGRATION REVIEW

## OFFICE OF THE CLERK

### Organizations and Outline of Functions *pmd rev. 05.2015*

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Lionbridge and Interpretalk for those individuals with limited English proficiency. We also have a 1 800# for individuals to check up on the status of their case.

#### **Priority Case Management - Detained Cases**

This team processes incoming appeals, extension requests and, receives briefs for aliens that are detained. If court hearings need to be transcribed, the Program Staff's Transcription Unit will process them. The briefing schedule is set once the transcripts are returned from the transcription contractor and received by the Transcription Unit. After the briefing schedule has expired, the files are logged in and staged to be screened by the paralegals. The Priority Case Management Team also manages Federal Court Remands (FCRs).

#### **East and West Teams - NonDetained Cases**

These two teams process incoming appeals, extension requests and, receive briefs for aliens for aliens that are not detained. If court hearings need to be transcribed, the Program Staff's Transcription Unit will process them. The briefing schedule is set once the transcripts are returned from the transcription contractor and received by the Transcription Unit. After the briefing schedule has expired, the files are logged in and staged to be screened by the paralegals.

#### **Motions Team**

After a decision has been rendered by the Board, either party may file a Motion to Reopen or a Motion to Reconsider. The Motions Team processes all types of incoming motions received at the Board. These motions are processed quicker than appeals because a briefing schedule need not be set. The files are then staged to be screened by the paralegals.

#### **Visa Team (DD Appeal)**

This team processes appeals of a District Director's (DD) denial of various applications or petitions. Examples include: Form I-130, I-191, I-192, and fine proceedings. DD Appeals are filed on a Form EOIR-29 (Notice of Appeal to the Board of Immigration Appeals from a Decision of an INS Officer).

#### **Program Team - Transcription**

This team processes transcripts. A transcript is prepared for most case appeals. Transcripts are generally not prepared in appeals from an Immigration Judge's denial of a motion to reopen; bond appeal, interlocutory appeal, or motion to reopen/reconsider. There is a 20/5 day turnaround for transcripts. Non detained cases have 20 days and detained cases have 5 days. Once the transcripts are received a cursory Quality Check is performed then the transcripts are provided to their respective teams (East, West, and PCM). The teams then match the transcripts with the files and set the briefing schedules. Free State Reporting (FSR), National Capital Contracting (NCC), and Deposition Services Incorporated (DSI) are the three contracted transcription companies utilized. eTranscription is a tool utilized to assign, capture, and track transcript requests for appeals.

#### **Program Team - Certification**

After the Board's decision is rendered, only aliens may appeal from any decision of the Board to one of the eleven Circuit Court of Appeals or District Court. The courts generally require that a Certified Administrative Record (CAR) be filed. The Certification Unit prepares a certified copy of the record of proceedings when the Board's decision was appealed to the Federal or District court. The reason is to provide the Federal or District court an exact copy of the record as it was when was on appeal before the Board.

# EXECUTIVE OFFICE FOR IMMIGRATION REVIEW

## OFFICE OF THE CLERK

### Organizations and Outline of Functions *pmd rev. 05.2015*

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#### **Docket Team/ Scanning Team**

When the Board issues its decision in a case, the case is sent down here to the Clerk's Office for data entry and mail out. The Docket Team review orders for deficiencies and enters the decision information into CASE, makes copies of each decision then: 1) places the original decision in the ROP and 2) serves the other copies on the parties. A copy of the original decision is forwarded to the scanning section where they are separated (restricted and unrestricted). The unrestricted decisions are scanned and uploaded to the Virtual Law Library (VLL). The decisions are stored in the BIA Library.

#### **Case Storage**

The ROP is then sent to the Case Storage Unit where it is housed for 120 days in case any other correspondence is received such as but not limited to, a motion or certification request. At the conclusion of the 120-day storage period, the ROPs are reviewed to determine if there are any pending requests for the ROP through the use of COGNOS reports. Those cases which are remanded are sent back immediately to the Immigration Court from which they originated from. This team also manages files requested from the FOIA and Certification Units.

#### **Analysis and Resource Team**

The ART Team manages and/or oversees the following programs:

- Enterprise Reporting (including ad hoq, case management and case management related reports)
- Recognition and Accreditation Program
- Accredited Representative Monitoring
- Attorney Discipline
- Processing Protective Orders
- Arranging and Supporting Attorney ROP Review Requests
- Performing Various Analysis for Clerk's Office Processes and Procedures (Workload, Cluster Analysis)
- Oral Argument

#### **Administrative Functions, Training, and Quality Assurance Program** {to include but not limited to}:

- Upkeep of Standard Operating Procedures/Quick Reference Guides/Task Certification Documents
- Training of new and seasoned employees on various functionalities executed by the Clerk's Office and to introduce case flow processes and develop training Program enhancements
- Secure Access Cases/Protective Order Cases
- Office Tours
- Administrative Functions Noted Below:

|                                      |                         |                               |
|--------------------------------------|-------------------------|-------------------------------|
| Certification of Contractor Invoices | Overtime Reporting      | HELPDESK Ticket Submission    |
| CO List Maintenance                  | Transit Subsidies       | New Employee Processing       |
| Table of Organization                | Awards                  | OTCNet Security Administrator |
| Telephone Directory                  | WIGI Certificates       | Timekeeping                   |
| Quick Phone List                     | Leave Bank Applications | Office Supplies               |
| Work Hours Chart                     | Space & Facilities POC  | Processing of Forms           |
| Phone Tree                           | Cabinet/Cubicle Repairs |                               |
| Equipment Service POC                | SF-52s                  |                               |
| Exit Interviews                      | Name Signs              |                               |
| FedEx Administrator                  | Student Coordinator     |                               |



**Clerk's Office Quality Control Checklist**

Alien Registration Number: \_\_\_\_\_

| TYPE OF CASE:<br>(Please check one)   | File Prep Function                                       |           |                             | Log-in Function                        |  |
|---|--|-----------|-----------------------------|--|--|
|   | Document   | Tab Color | Initial                     | Is it in the ROP?                      |  |
| <b>Case Appeal</b> <input type="checkbox"/><br>Charging document<br>IJ Decision<br>Appeal - EOIR-26<br><br><b>MTR-BIA</b> <input type="checkbox"/><br>Charging document<br>Previous Board dec.<br>MTRreopen/Reconsider<br><br><b>IJ MTR</b> <input type="checkbox"/><br>Charging document<br>IJ Decision<br>Appeal - EOIR-26<br><br><b>Bond Appeal</b> <input type="checkbox"/><br>Charging document<br>IJ Minute Order<br>Appeal - EOIR-26<br>Bond memorandum<br><br><b>Interlocutory Appeal</b> <input type="checkbox"/><br>Charging document<br>Appeal - EOIR-26<br><br><b>IJ Cert</b> <input type="checkbox"/><br>Certified pursuant to<br>8 CFR. § 1003.1(c) | Charging Document<br>I-122, I-221, I-862                 | RED       |                             | Y N                                    | Y N  |
|   | Verified name on Charging Document: I-122, I-221, I-862  |           |                             | Y N                                    | Y N  |
|   | Minute Order   | YELLOW    |                             | Y N                                    | Y N  |
|   | Written Dec. (Reserved)                                  | YELLOW    |                             | Y N                                    | Y N  |
|   | Bond Memorandum  | YELLOW    |                             | Y N                                    | Y N  |
|   | MTR-BIA  | ORANGE    |                             | Y N                                    | Y N  |
|   | Appeal - EOIR-26   | GREEN     |                             | Y N                                    | Y N  |
|   | EOIR -27   | BLUE      |                             | Y N                                    | Y N  |
|   | Please circle one:<br>Hearing Tapes Yes No<br>DAR Yes No |           | Number of tapes: _____      |  | Current Number of Lead ROPs associated with the case: _____  |
|   | Number of ROPs associated with the Lead: _____           |           | Number of Rider ROPs: _____ |  | Current Number of Rider ROPs associated with the case: _____ |
| <b>Briefing Function</b>  |  |           |                             | Front of each ROP is date stamped. Y N |  |
| Transcript of hearing(s)  |  | Initial   | Y N                         | Y N                                    |  |
| Written/Oral Decision (Placed on top of Transcript)   |  |           | Y N                         | Y N                                    |  |
| Briefing schedule set   |  |           | Y N                         | Y N                                    |  |
| <b>VERIFIED</b> Alien/Attorney address  |  |           | Y N                         | Y N                                    |  |
| Alien's brief   | PURPLE   |           | Y N                         | Y N                                    |  |
| DHS brief   | PURPLE   |           | Y N                         | Y N                                    |  |
| Extension set   |  |           | Y N                         | Y N                                    |  |
| Additional filings  |  |           | Y N                         | Y N                                    |  |
| Request for Oral Argument Y N   |  |           |                             | Y N                                    |  |
| <b>Checked</b> suspense Y N   |  |           |                             | Y N                                    |  |
| <b>Enter Log-in dates:</b> Docket Date; Received by Docket; To Screening; & Verify that the ROP has a date stamp on the front   |  |           |                             | Y N                                    |  |

ROP Logged in by: \_\_\_\_\_

Date: \_\_\_\_\_

## Office of the Clerk

The Office of the Clerk identifies essential correspondence received with marked colored tabs in the Record of Proceeding (ROP).



|  |               |
|--|---------------|
| Charging Document  | <b>Red</b>    |
| Minute Order   | <b>Yellow</b> |
| Written Decision   | <b>Yellow</b> |
| Bond Memorandum  | <b>Yellow</b> |
| MTR-BIA  | <b>Orange</b> |
| Form EOIR-26 (Notice of Appeal)  | <b>Green</b>  |
| Form EOIR-29 (DD - Notice of Appeal)<br><i>Note: Visa, 212, fine cases only.</i>                                   | <b>Green</b>  |
| Form EOIR-27 (Notice of Entry of Appearance as Attorney or Representative Before the Board of Immigration Appeals) | <b>Blue</b>   |
| Form EOIR-33(Alien's Change of Address)  | <b>Blue</b>   |
| Hearing Tapes (EOIR-10)  |               |
| Transcript   |               |
| Oral Decision  |               |
| Briefing Schedule  |               |
| Respondent's Brief   | <b>Purple</b> |
| DHS Brief  | <b>Purple</b> |
| All Additional Briefs  | <b>Purple</b> |
| Briefing Extension   | <b>Purple</b> |